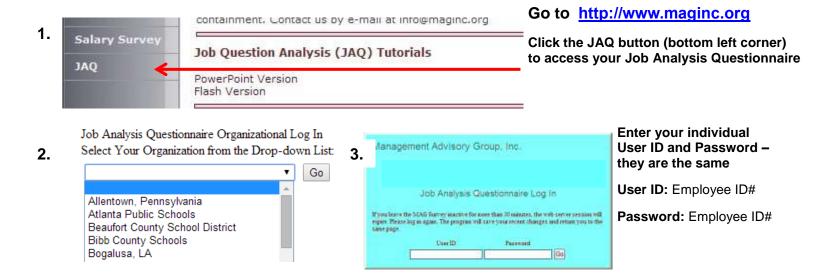
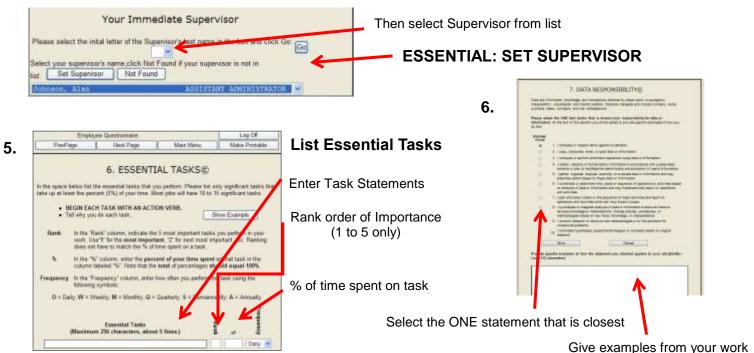
JAQ Completion Tip Sheet



4. Go to the Employee Screen and at the bottom select your supervisor from the drop down lists

Select first letter of Supervisor's last name



- BE SURE TO CLICK SAVE AFTER COMPLETING EACH PAGE
- Each box on the Main Menu must be checked before you can click FINISH.
- Only Saved Pages will show a check in the box.